



THE UNIVERSITY OF  
WINNIPEG

gallery 1C03

## EMPLOYMENT OPPORTUNITY – SPRING/SUMMER TERM POSITION

**Job Title:** Curatorial Assistant Intern

**Employer:** Gallery 1C03, The University of Winnipeg

**Deadline for applications:** May 9, 2022

**Employment dates:** May 24 – August 5, 2022

**Rate of pay:** \$16.30/hour + 6% vacation pay, 35 hours per week

### Job Description:

Gallery 1C03 at The University of Winnipeg oversees the development and presentation of contemporary and historical art exhibitions and related programming, as well as the preservation and presentation of the University's collection of nearly 1200 works of Canadian and Indigenous art.

This position requires the Curatorial Assistant Intern to be responsible for work in several areas:

- 1. Public Programming:** Support the presentation of Gallery 1C03's online and in person programs which may include organizing a community art exhibition, conducting interviews with artists, and/or developing and delivering an art education program for inner-city youth. Prioritization and delivery mode for these projects will be dictated, in part, by public health restrictions at the time of hiring.
- 2. Communications:** Promote current and upcoming programs on website and social media channels.
- 3. Research:** Conduct research on artworks in the collection and contemporary artists, emphasizing individuals in under-represented communities (BIPOC, 2SLGBTQ+ and disabled artists) to support public programs and communications.
- 4. Collections Management:** participate in art collection inventory audit and facilitation of new on-campus artwork loan requests. Accession new titles in Gallery's library of contemporary & historical art publications.

This position will be of benefit to students who wish to gain valuable curatorial research and practical skills, particularly in the areas of art education and public programming and communications strategies as well as collections management.

This position is made possible thanks to funding from the Government of Canada's Young Canada Works in Heritage Organizations Program (YCWHO). As such applicants must meet the YCW eligibility requirements.

**Qualifications:**

**Education:** Upper level undergraduate or graduate student focused in the area of Education, Fine Arts, Art History, Cultural Studies, Curatorial Studies, or a related discipline; student returning to studies full time in the fall of 2022.

**Experience:** Experience teaching through the arts and within a gallery setting would be an asset as would working with collections and/or information management systems and databases and knowledge of Canadian and Indigenous art.

**Computer Skills:** Must be proficient in Microsoft Office as well as social media platforms Facebook, Twitter and Instagram. Familiarity with database programs such as Filemaker Pro would be an asset.

**Communication, Research, and Organizational Skills:** The ideal candidate will have excellent verbal and written communication skills, strong research skills, superior organizational skills, and possess a strong attention to detail with a high degree of accuracy, as well as the ability to set goals and work independently. Well-developed interpersonal skills and a willingness to be a team player as well as problem-solving abilities are essential.

**Young Canada Works (YCW) Eligibility:** Potential candidates must confirm that they meet the eligibility requirements of YCW prior to making application. Consult the following website for further information: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>.

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

The University of Winnipeg is committed to ensuring employment opportunities are accessible for all applicants. If you require accommodation supports during the recruitment process, please contact the gallery.

**To apply:** Interested candidates should apply directly via the Young Canada Works website at <https://young-canada-works.canada.ca/Account/Login>.

**Questions?**

Contact Gallery 1C03 Director/Curator Jennifer Gibson.

Telephone (204)786-9253.

E-mail: [j.gibson@uwinnipeg.ca](mailto:j.gibson@uwinnipeg.ca)

We thank all applicants for their interest; however, only those considered for interviews will be contacted.